

# Umar Razzaq



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☎ 0529161728

📍 MBZ Zone 20 Villa 17 Karari  
Street Abu Dhabi, UAE

📅 17th August 1998

🇵🇰 Pakistani

👤 Male

## EDUCATION

**Bachelore of Business  
Administration 2 years,  
University of Gujrat**  
2019 – 2021 | Gujrat, Pakistan

**Bachelor of Commerce (IT), Govt.  
zamindar Postgraduate College  
Bhimber Road Gujrat**  
2017 – 2019 | Gujrat, Pakistan

**FSc Pre Engineering, Govt.  
Zamindar Postgraduate College  
Bhimber Road Gujrat**  
2015 – 2017 | Gujrat, Pakistan

**Matriculation in Computer Science,  
Jinnah High School Tanda**  
2013 – 2015 | Gujrat, Pakistan

## CERTIFICATES

**Digital Marketing**  
Level 2

**IELTS ( Academic)**  
C1 (7 Bands )

## INTERESTS

Cricket, Music and Travelling

## PROFESSIONAL EXPERIENCE

**Aisha Siddiqa Group of Colleges, Tanda, Administrator**

September 2021 – November 2023 | Gujrat, Pakistan

Aisha Siddiqa Group of Colleges, 2021-2023

- Coordinated and managed day-to-day administrative operations, ensuring smooth functioning of the college.
- Oversaw office activities, including handling correspondence, managing schedules, and maintaining efficient filing systems.
- Implemented and maintained organizational policies and procedures, contributing to a structured and compliant work environment.
- Conducted training sessions for new staff members, facilitating their integration into the college's administrative processes.
- Assisted in the planning and execution of events, conferences, and meetings, enhancing the college's overall academic environment.
- Utilized effective problem-solving skills to address staff and student queries, promoting a positive and supportive atmosphere.
- Implemented digital tools and systems to enhance administrative efficiency, reducing manual workload by 20%.
- Collaborated with the HR department on recruitment processes, participating in interviews and onboarding procedures.

## SKILLS

### Technical Skills

MS Office  
Excel  
Power Point



### Business Administration Skills

Strategic Planning  
Project Management  
Communication: Written and Verbal



### Commerce Skills

Financial Analysis  
Accounting Software (QuickBooks)



### Organizational Skill

Time Management



### Adaptability

I have ability to adapt to different environments, as I've had diverse academic experiences.



### Leadership



### Teamwork

